

Fire Inspection – Frequently Asked Questions (FAQs)

Q: What is a fire inspection?

A: The best way to prevent fires is to prevent them from occurring. Routine fire inspections are one of the most effective ways to do that. The purpose of the inspections is multifold:

1. Identify and correct fire code violations.
2. Educate business and property owners about the fire code and general fire safety.
3. Get information about businesses and activities in those buildings to pass on to responding crews.
4. The Jackson Fire Department uses the International Fire Code (IFC) 2015 edition. *Listed in more detail below.*

Q: Why are inspections taking place now? I have never had one of these before.

A: Fire inspections were a very common occurrence in the past for the Jackson Fire Department; however, due to budget cuts and staffing reductions in the early 2000's, it was not feasible to keep up on inspections, code enforcement, and other fire prevention activities. As time progressed and staffing started to get better, it became evident that fire prevention and code enforcement activities were still vital to our community. Fire inspections and our fire prevention program have proven to be invaluable as we work to protect our community against the threat of fire. The Jackson Fire Department is tasked with these inspections by state law and under the State Fire Marshal's office.

Q: Is this different than the Community Development Department inspections or other city inspections?

A: Yes, while the overall goal of safe buildings and the safety of our residents is first for both departments, we have some differences. The Jackson Fire Department inspections are focused on commercial properties in the city and not on residential properties. The Jackson Fire Department is focused on fire safety and mitigating hazards for the community. The Fire Department works with the mechanical, electrical, and building departments on projects to ensure all projects are as safe as possible when they are complete.

Fire Inspection FAQs (Cont'd)

Q: How can I prepare for the inspection?

A: The City of Jackson Fire Department has prepared an informational checklist that outlines the most common fire code violations. The checklist addresses the majority of fire code deficiencies found on an inspection, not all parts apply to every occupancy. A copy of the checklist is located on the website and emailed to the scheduling or responsible party in advance of the fire inspection.

Q: How often will my business or property be inspected?

A: We strive to inspect all businesses semi-annually, with target hazards annually.

Q: How much will the inspection cost?

A: Fees and any other cost information are located on the Fire Department website. These were approved by the City Council in 2024. *See Attachment A below.*

Q: What if I have a question about the inspection and/or fire code violations?

A: The inspector(s) will inform the responsible party during the inspection of any violations. They will talk about remedies and will help answer any questions you may have. If you have additional questions after the inspection is completed, you can always contact the City of Jackson Fire Department Fire Prevention Division at 517-788-4150.

Fire Inspection FAQs (Cont'd)

Q: How long do I have to correct the fire code violations noted on an inspection report?

A: Initially, the Fire Inspector will issue a report with any deficiencies noted. The report will indicate a date that the repair or remedy of the violation or deficiency must be completed; those periods can range from immediately for severe hazards to within a reasonable period of up to 90 days. The Fire Prevention Division will make every effort to work with the building owner or occupant to bring the building into compliance without having to take further action. However, if the building owner or occupant continues to resist efforts to correct a fire hazard, the owner or occupant is subject to receiving a citation and fines. The Inspector will schedule the re-inspection on-site after the inspection is complete.

* If the maximum allowed time has passed and the deficiencies or violations have not been corrected, the property is subject to fines and fees.

Q: What code do you use for the inspection, or what is the fire code for the city?

A: The Jackson Fire Department uses the International Fire Code (IFC) 2015 edition. Updates to this code are done in conjunction with the Community Development Department (Building Department) to ensure that all parties are on the same page when it comes to plan reviews and code compliance questions. The Fire Department also uses the National Fire Protection Association (NFPA) code sets as they relate to the IFC 2015.

The Fire Code is a group of fire safety documents that are designed to protect the occupants of a building from fire and to reduce the potential for a fire to start. These documents were developed based on information gathered from around the country and the world. A significant amount of investigation and research is conducted to determine the actual cause of a fire before an item becomes a part of the Fire Code. Once the fire code has been adopted by a city, it becomes the city ordinance that regulates fire safety. Failure to comply with the Fire Code can result in citations and fines.

Q: Is my building “grandfathered” from having to meet the current codes”.

A: This is a misconception or myth. No provision in the International Fire Code allows a building to exist in an unsafe condition.

Fire Inspection FAQs (Cont'd)

Q: When is a Knox Box (key box) entry required on a property for emergency access?

A: Where access to or within a structure or an area is restricted because of secured openings or where immediate access is necessary for life-saving or fire-fighting purposes, the fire code official is authorized to require a key box to be installed in an approved location. A Knox Box shall be placed on all occupancies with a fire alarm system and fire sprinkler system that initiate an automatic Fire Department response and all controlled access gates. This is a city ordinance and can be found in Chapter 10 of the City of Jackson Code of Ordinances.

*A Knox Box may be ordered directly from Knox Corporation at knoxbox.com. There is also a link on the Fire Department website.

Fire Inspection FAQs (Cont'd)



ATTACHMENT A



FIRE SAFETY INSPECTIONS¹

RATES

	Annual Registration ^{2,4}	Inspection Fees ³	Violation/Fines ⁵
Assemblies			
0 - 4,999 ft ² according to the City Assessor	\$25.00 /year registration fee	\$50.00	\$100.00/follow-up
5,000 ft ² - 10,000 ft ² according to the City Assessor	\$30.00/year registration fee	\$75.00	\$150.00/ follow-up
10,001ft ² - 49,999ft ² according to the City Assessor	\$40.00/year registration fee	\$100.00	\$200.00/follow-up
50,000 ft ² + according the City Assessor	\$60.00/year registration fee	\$150.00	\$300.00/follow-up
Business			
0 - 4,999 ft ² according to the City Assessor	\$25.00/ year registration fee	\$50.00	\$100.00/follow-up
5,000 ft ² - 10,000 ft ² according to the City Assessor	\$30.00/year registration fee	\$75.00	\$150.00/ follow-up
10,001 ft ² - 49,999 ft ² according to the City Assessor	\$40.00/year registration fee	\$100.00	\$200.00/follow-up
50,000 ft ² + according to the City Assessor	\$60.00/year registration fee	\$150.00	\$300.00/follow-up
Mercantile			
0 - 4,999 ft ² according to the City Assessor	\$25.00/ year registration fee	\$50.00	\$100.00/follow-up
5,000 ft ² - 10,000 ft ² according to the City Assessor	\$30.00/year registration fee	\$75.00	\$150.00/ follow-up
10,001 ft ² - 49,999 ft ² according to the City Assessor	\$40.00/year registration fee	\$100.00	\$200.00/follow-up
50,000 ft ² + according to the City Assessor	\$60.00/year registration fee	\$150.00	\$300.00/follow-up
Factory/Industrial			
0 - 4,999 ft ² according to the City Assessor	\$25.00/ year registration fee	\$50.00	\$100.00/follow-up
5,000 ft ² - 10,000 ft ² according to the City Assessor	\$30.00/year registration fee	\$75.00	\$150.00/ follow-up
10,001 ft ² - 49,999 ft ² according to the City Assessor	\$40.00/year registration fee	\$100.00	\$200.00/follow-up
50,000 ft ² + according to the City Assessor	\$60.00/year registration fee	\$150.00	\$300.00/follow-up

PLAN REVIEW⁶

Site Plans	\$100.00/submittal (non refundable)
Fire Alarm	\$100.00/submittal (non refundable)
Fire Suppression(hoods, sprinkler, clean agent, etc.)	\$100.00/submittal (non refundable)

MISCELLANEOUS

Inspection requests for final approvals	\$50.00/system inspected
Inspection requests for final approvals less than 48 hrs notice	\$75.00/system inspected

¹Fire Safety Inspections, unless otherwise provided by the City Code of Ordinances, are scheduled to take place on a biannual basis, subject to JFD staffing and other required department public safety obligations.

²The annual registration fee shall be due by March 1st; is assessed to all businesses in the City of Jackson subject to inspection; and is used to track owner information, contents, hazards and other fire-related information pertinent to JFD.